

FTC-V-3

System name:

Public Information Requests System -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Individuals who request copies of records that are part of the public record of the FTC;
Individuals who, at the time the records are added to the system, are Commission employees assigned to respond to those requests.

Categories of records in the system:

Name, address, and business affiliation, if available, of the individual requesting copies of public records; information identifying the records requested and the quantity provided; employee identification number associated with the staff member assigned to respond to the request.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To respond to requests for copies of public records of the FTC; to maintain records of the handling of those requests; to provide information necessary to maintain an appropriate inventory of publications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 U.S.C. 552a(b), records and information in these records may be specifically disclosed pursuant to 5 U.S.C. 552a(b)(3) as described in Appendix I of this notice, provided that no routine use specified therein shall be construed to limit or waive any other routine use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on magnetic disks or tape.

Retrievability:

Records retrieved by the name or address of the individual requesting copies of public records and by the employee identification number of the staff member responsible for handling the request.

Safeguards:

Access to computerized records controlled by "user id" and password combination; access restricted to personnel whose responsibilities require access.

Retention and disposal:

Records retained for up to one year after request is completed.

System manager and address:

Supervisor, Records Branch, Information Management & Dissemination Division, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; Record access procedure; and Contesting record procedure:

See Appendix II.

Record source categories:

Name, address, and business affiliation provided by subject individual; employee identification number provided by assigned staff member.